

**VOLUNTEERS OF AMERICA ALASKA  
PUBLIC HEALTH & PREVENTION DEPARTMENT  
POSITION DESCRIPTION**

Position Title:	Coalition Coordinator
Reports To:	Vice President of Public Health & Prevention
Direct Reports:	None
Salary:	\$16-18 per hour, DOE

**Objective:** The coalition coordinator is responsible for assisting on coordination of coalition activities such as scheduling and logistics, ordering and preparing meeting materials, taking meeting minutes, preparing communications and correspondence to coalition members, staffing committee structure as established during capacity building steps, preparing reports and correspondence as needed to support program intent and coalition activities. This position will provide continuity, consistent communications, and administrative support to the coalition, and will provide leadership in applying best practices for coalition development and an evidence-based public health approach to youth substance abuse.

This position works closely with the VP of Public Health & Prevention to ensure all grant deliverables are submitted in a timely manner. It will assist with identifying and coordinating program resources. This position will be expected to provide or coordinate educational materials for coalition members and sub-committees. Under the general supervision and direction of the VP of Public Health & Prevention Services, this position ensures effective outreach and delivery of coalition-based prevention work to address adolescent substance misuse prevention in Anchorage.

**Specific Requirements:**

- Recruit and coordinate volunteers, and effectively work with diverse sectors of the community;
- Maintain professional relationships with community partners, community investors and community programs; serving as a liaison for Volunteers of America Alaska;
- Under supervision of the VP, provide direction and coordination for coalition members and volunteers;
- Facilitate coalition meetings, workgroup meetings and educational presentations;
- Collect and maintain qualitative and quantitative data for the purposes of quality improvement, monitoring progress and reports to funders;
- Assist in development of community health assessments using information about health status, factors influencing health, assets and resources;
- Use data to inform program strategies and improvements. (i.e. sustainability planning, identifying gaps in services, engagement of key stakeholders and recruitment of coalition members.);
- Solicit input from individuals and organizations for improving the health of a community;
- Contribute to the development of project goals and objectives;
- Keep coalition members on track with benchmarks and project deadlines;

- Suggest approaches for disseminating public health data and information (e.g. social media, newspapers, town hall meetings, community gatherings, etc.).

### **Other Duties and Responsibilities:**

- Represent Volunteers of America Alaska and the Coalition at community gatherings.
- Participate in activities of other relevant community-based or public-health oriented agencies and organizations.
- Use evidence-based strategies and materials to guide outreach efforts (i.e. public speaking, writing and audio-visual materials.)
- Provide monthly reports of outreach activities and Prime for Life Instruction duties.
- Maintain professional and technical knowledge by attending workshops, reviewing publications and establishing networks.
- Work evenings, weekends and holidays as needed to provide high quality customer service.
- Contribute to the overall effectiveness of the agency by adhering to established agency policies and practices; attend agency meetings and trainings as required.
- Communicate regularly with community partners in a professional manner.
- Work responsively and in cooperation with students in a youth-oriented office setting.
- Participate in ongoing Department meetings and activities.
- Adhere to VOA customer service standards by representing VOA in a professional and courteous manner.
- Maintain office environment that is clean, comfortable, and well-maintained.

### **Knowledge, Skills and Abilities**

- Bachelor's degree in related field of public health, education or human services.
- Two years' experience as an educator, trainer, or in community services, with supervisory experience preferred.
- Knowledge of community assessments, community readiness for change, data reviews, strategic action plans and evaluations.
- A valid driver's license, proof of insurance and reliable transportation required. Will be required to travel throughout Anchorage and Mat-Su Valley.
- Knowledgeable of factors affecting the health of a community.
- Communicate in writing and orally with linguistic and cultural proficiency (e.g. using age appropriate materials, incorporating images, etc.).
- Ability to work independently, as well as part of an interdisciplinary team.
- Proficiency with Microsoft Office Suite (Excel, Word, and Access) as needed.
- Certified Prime for Life instructor (or able to obtain certification within 9 months of hire)
- Able to prioritize tasks, meet deadlines and manage time effectively.

### **Working Conditions**

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works in office areas. Interacts with staff, consultants, and outside vendors. May be subjected to interruptions throughout the workday.
- While performing the duties of this job the employee is frequently required to sit; the employee is occasionally required to lift up to 25 pounds. The vision requirement includes close vision.

**Acknowledgement**

*Every effort has been made to identify the essential functions of this position. However, this job description in no way states or implies that these are the only duties you may be required to perform. The omission of specific descriptions of duties does not exclude them from the position if the work is similar, related or can be considered essential to this position.*

*I have read and understand this job description and fully understand the requirements set forth herein. I accept the position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I further understand that my employment is at will, that my employment may be terminated at-will by Volunteers of America Alaska or myself; with or without notice for any reason not expressly prohibited by law.*

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Printed Name of Employee

Date: \_\_\_\_\_

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Signature of Employee